



King County

ENVIRONMENTAL PROGRAMS MANAGING SUPERVISOR DEPARTMENT OF NATURAL RESOURCES & PARKS

WASTEWATER TREATMENT DIVISION

Annual Salary Range: \$76,499 - \$96,967

Job Announcement: 06DE6078

OPEN: 5/15/06 CLOSE: 6/9/06

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials must be sent to: 201 S. Jackson Street, M.S. KSC-NR-511, Seattle, WA 98104. Application materials must be received by 4:00 p.m. on the closing date. (Postmarks are not accepted.) Contact Diana Eberly-Shepard at 206-263-3911 or by e-mail diana.eberly-shepard@metrokc.gov for further inquiries. **Please note:** Applications not received at the location and by the closing date and time specified above will not be processed.

FORMS AND MATERIALS REQUIRED: A King County application form and data sheet, (<http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>), resume, and letter of interest describing how you meet or exceed the minimum qualifications.

WORK LOCATION: Canal Place, 130 Nickerson Street, Suite 200, Seattle, WA 98109

WORK SCHEDULE: Currently this position works 5 days, 8 hours shifts. Applicants must be available to work any assigned schedule. This position is exempt.

JOB SUMMARY: The responsibilities of this classification are to manage the technical and business operations of assigned environmental programs including providing technical assistance to staff, and internal and external clients. This includes planning and managing the efforts of those who implement the Industrial Waste Pretreatment and Industrial Waste Regulation programs, the high strength surcharge and Industrial Cost Recovery programs and the Storm Water programs for King County sewer separation areas. The Environmental Program Managing Supervisor is responsible for formulating and implementing environmental programs and policy development in designated areas such as Quality Assurance/Quality Control, Sampling and Analysis plans, Quality Assurance Project Plans and environmental compliance programs. An Environmental Program Managing Supervisor represents the assigned programs to County staff and in community relations and customer service.

PRIMARY JOB DUTIES INCLUDE:

- Supervise the daily operations of a program providing technical assistance to staff and internal and external clients.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE

<http://www.metrokc.gov/ohrm/jobs/> Website Address
TTY

(206)-296-8535

- Supervise subordinate staff including training, conducting performance appraisals, coaching, developing, hiring and discipline.
- Assure that the program is integrated with other section/division programs delivery of services, and are aligned with division/department business plans and priorities.
- Supervise applicable operations and processes, ensuring that methodologies and technical systems meet regulatory requirements and industry standards.
- Develop program policies and procedures, and recommend to division/department leadership. Implement and evaluate approved policies and procedures.
- Prepare and implement work plans; lead program staff in developing and fulfilling annual business plans.
- Develop, implement and monitor annual budget program.
- Conduct meetings, workshops, and lead committees to assure regular and timely communication of program issues to program staff.
- Provide high level of technical expertise, including development of new scientific information or methodologies. Train staff in technical knowledge and skills and represent King County on technical issues with other agencies, including regulatory agencies.
- Ensure work plans and management systems comply with state and federal industrial pretreatment requirements
- Review and sign state industrial waste discharge permits prepared by Industrial Waste Compliance Investigators.
- Negotiate with representatives of industries to settle appeals of enforcement actions or permits.
- Work collaboratively with management team to plan and direct programs operations in support of the environmental missions of King County.
- Work collaboratively with other government and regulatory agencies or departments within the County to address environmental policies and issues. Meets with Washington State Department of Ecology and Federal Environmental Protection Agency for annual audit of the County's Industrial Waste Pretreatment programs, negotiate conditions required or recommended changes to the program.
- Advise customers on the technical aspects of applicable programs, and work collaboratively to find solutions to potential compliance problems.
- Ensure facilities and resources are available to the section.

MINIMUM QUALIFICATIONS: (These are entry requirements and may vary by position.)

- Knowledge of theory and practice of applicable discipline (industrial pretreatment, industrial waste regulation, environmental planning, engineering, wastewater treatment/water reuse, data analysis, general and organic chemistry, etc)
- Knowledge of applicable protocols, QA/QC procedures, and information management systems including hardware and software
- Knowledge of regulatory requirements such as environmental compliance regulations (NEPA/SEPA, DOE, ESA), safety regulations (OSHA/WISHA) and Washington State Department of Health and Ecology permit and accreditation requirements
- Advanced knowledge of water quality and environmental laws, issues and practices
- Knowledge of principles and practices of contract management

- Knowledge of principles and practices of supervision, leadership and human resources management
- Knowledge of general management principles and business needs of the environmental industry, including technology and regulatory trends.
- Knowledge of principles of public administration, including public finance, development and analysis of public policy, organization, and management
- Comprehensive knowledge of the programs of the division and through knowledge of the programs of the department and how the division fits within the department goals
- Knowledge of principles of customer service and continuous quality improvement
- Skill in applying applicable discipline (public health, biology, chemistry, microbiology, information systems, industrial pretreatment, industrial waste regulation, environmental planning, regulatory compliance etc)
- Skill in interpreting, writing and developing regulations
- Skill in analyzing and interpreting scientific data and in scientific investigation techniques
- Skill in establishing and maintaining good community relations with a diverse public
- Communications skills (oral and written, skill in communicating technical information to a diverse and public audience)
- Project management skills, including developing scope, schedule and budget, and principles of managing projects through to completion
- Conflict resolution and negotiation skills
- Skill in creating a collaborative environment
- Decision-making and problem-solving skills
- Skill in establishing and maintaining working relationships with a diverse group of people

LICENSING/CERTIFICATION REQUIREMENTS:

Washington State Driver's License

SELECTION PROCESS: Application materials will be screened for clarity, completeness, and responsiveness to the list of qualifications, skills, and abilities. The most competitive candidates will proceed to a panel interview. The panel will make a referral to the Hiring Authority; if appropriate, the Hiring Authority will conduct a second interview. Reviews of performance appraisals, personnel files, internal references, BT / Vacation usage logs, etc., will also be conducted prior to any final offer.

UNION MEMBERSHIP: This position is not represented

WORKING CONDITIONS: Working at an environmental lab and office environment

Class Code: 54020